

## EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

DEPARTMENTS OF THE ARMY AND AIR FORCE  
OFFICE OF THE ADJUTANT GENERAL  
NORTH CAROLINA NATIONAL GUARD  
HUMAN RESOURCES OFFICE  
4105 REEDY CREEK ROAD  
RALEIGH, NORTH CAROLINA 27607-6410

ANNOUNCEMENT #: ARNGT 06-186/ANG 21-06

OPENING DATE: 23 June 2006

CLOSING DATE: 24 July 2006

ANTICIPATED FILL DATE: 20 Aug 06

### POSITION TITLE AND NUMBER

Management & Program Analyst (Organizational Development)  
PDCN 7001000/80011000D#: 1210-413

### UNIT/ACTIVITY AND DUTY LOCATION

JFHQ-J5-Office of Strategic plans & Policy  
NCARNG, Raleigh, North Carolina

### GRADE AND SALARY (Includes Locality Pay of 15.57%)

GS-0343-11 \$53,381.00 - \$69,399.00 per annum

### EMPLOYMENT STATUS

Excepted Service

**WHO CAN APPLY:** The area of consideration for this announcement is the STATEWIDE. Applications will only be accepted from current Excepted employees of the North Carolina National Guard, current military members of the North Carolina National Guard and individuals who are eligible and willing to enlist in the North Carolina National Guard.

**HOW TO APPLY:** Interested applicants may apply by submitting an Application for Federal Employment (Standard Form 171), Optional Application for Federal Employment (Optional Form 612), resume or any other form of application. It is **REQUIRED** that the Knowledge, Skills and Abilities (KSA) listed below be addressed and attached to the application. The application and KSA Statement should be mailed to the North Carolina National Guard, ATTN: JFHQ-NC-HRO, 4105 Reedy Creek Road, Raleigh, NC 27607-6410. It must be received not later than the closing date or if mailed postmarked by the closing date. **NOTE:** Information that must be provided when applying for a technician position is as follows: announcement number; name; address; telephone number; social security number, date of birth; citizenship; education; work experience; and other job-related qualifications. For more information, call 1-800-621-4136 ext. 6431/6172. Faxed or E-mailed copies will not be accepted.

**QUALIFICATION REQUIREMENT:** Must have 36 months specialized experience which demonstrates that the applicant has acquired the below listed KSA's.

### KNOWLEDGE, SKILLS ABILITIES (KSA'S)

Below are listed the KSA's for this position. Applicants **MUST** address each KSA individually in paragraph format by explaining any civilian and military work experience *(with inclusive dates that reflect 36 months of specialized experience.)* that provided that KSA. It is **REQUIRED** that this statement be attached to the application. Failure to do so will result in the applicant not being considered for this position. For more information or assistance, call 919 -664-6172/6431.

1. Knowledge of NGB's mission, objectives, procedures, regulatory limitations, and relationship of quality to the state's assigned mission.
2. Skill in applying knowledge, experience, and problem solving techniques to complex systems and quality problems existing throughout state operations with emphasis in maintenance and administrative areas.
3. Skill in identifying and analyzing system, program, and product areas which may require process improvement and applying original and innovative approaches or methods to enhance quality.
4. Skill in briefing and reporting findings of investigations, studies, and evaluations.
5. Knowledge and skills are utilized to develop and implement a quality program throughout the statewide National Guard mission, to determine skills as well as short falls at every organization level, and make specific recommendations.
6. Skills, both oral and written, and a demonstrated capability for working with people at all organizational levels.

**CONDITIONS OF EMPLOYMENT:** 1. Occupants of this position must maintain continuous military membership in the North Carolina Army National Guard (NCNG). NCNG status (military grade, MTOE or TDA assignment, MOS/SSI, military unit) and experience must be entered on the application. The recommended applicant will not be approved for appointment until they occupy a compatible MOS in the NCARNG shown under Military Assignment on the reverse side of this announcement. 2. The applicant selected for this position will be required to participate in the Direct Deposit/Electronic Fund Transfer Program.

**MILITARY ASSIGNMENT:** Assignment to a compatible Officer position in a unit supported by the facility in the NCNG is mandatory. (Q: 01A; AFSC : 33SX, 37PX)

**EVALUATION FACTORS USED:** Personal interviews, review of application and the KSA Statement.

**PRINCIPAL DUTIES AND RESPONSIBILITIES:** 1) Incumbent provides advice, guidance, direction, and oversight to the J5 Director and other senior staff members on all facets of the organizational development program. Provides in -depth analysis and expertise on organizational development as it relates to program requirements to successfully accomplish a statewide National Guard mission. Receives and interprets directives/guidance from U.S. Congress, Department of Defense, Department of the Army, U.S. Air Force, National Guard Bureau (NGB), North Carolina General Assembly, and the Governor of North Carolina. Develops and issues detailed planning guidance and appropriate guidelines on the strategies to be utilized to meet the needs of all external customers of the entire National Guard. Implementation of these strategies and plans will facilitate the accomplishment of the Adjutant General's vision for the entire organization. Advises staff and organizational managers concerning possible areas of improvement with regard to external customer requirements, providing feedback solicited directly from federal, state and local customer representatives. Reduces to writing, what the objectives are for meeting external customer requirements and the Adjutant General's plan to accomplish these objectives. Continuously reviews and evaluates the impact of the execution of the management systems and processes throughout the state based on the requirements identified by the external customers. Directs quantitative and qualitative analysis of separate operational units for management and external customer satisfaction efforts. Utilizing analysis results, modifies guidelines and directives as appropriate for attainment of organizational development objectives. Conducts and reports to the J5 Director on management practices surveys and recommends corrective actions to improve external customer relations. Develops a management infrastructure for the execution of organizational development planning to include a formal committee to solicit input from all entities on how best to meet the needs of our federal, state and local external customers. Directs the awareness of the organizational development plan that includes policy, strategy, and programs focused on meeting our external customer requirements. Incumbent establishes and maintains liaison with external customers such as public officials and civic groups, other reserve component activities, unit advisors and staff representatives of respective headquarters, and the National Guard Bureau. Represents the J5 Director at meetings with congressional, state, and local officials, special interest and business group spokespersons, and local or national news media concerning National Guard programs, activities, and requirements to gain support for National Guard missions. Attends community functions and serves as a speaker to create interest in National Guard programs. Analyzes progress in organizational development applications and prepares periodic reports for top management. Analysis will include organizational impact, organizational value, and a comprehensive review of the processes used to engage and enhance relationships with external customers of the North Carolina National Guard. Performs other duties as assigned.

**INSTRUCTIONS TO COMMANDERS/SUPERVISORS:** This position vacancy announcement will be given the broadest possible dissemination. A copy of this announcement will be posted to your unit/activity bulletin board.

**ADDITIONAL INSTRUCTIONS:** 1. Participants in the Selected Reserve Incentive Program will be administered as prescribed by NGB Pamphlet 600-15. 2. Applicants are requested to identify, on a separate sheet of paper, their race and national origin from one of the following categories; Male or Female; American Indian or Alaskan native; Asian or Pacific islander; Black, not of Hispanic origin; Hispanic; White, not of Hispanic origin. Submission of this information is voluntary and will be used in support of the NCNG Equal Employment and Affirmative Action Programs. 3. A permanent change of station (PCS) will not be authorized for the individual selected for this position unless agreed upon in advance by HRO and a PCS order is prepared prior to effective date. 4. Males born on or after 1 January 1960 must be registered with the selective service in order to be considered for federal employment.

**DISTRIBUTION:**

A, B, C-2, G-25, H-3, J-3, K-3, M, N-12, P-9, Q, W-2, Y-2, R: HRO-1, AGAV-1, AGCS-3, DCSANG-1, DCSLOG/G4-4, DCSOI-3, DCSPER-3, FMCB-2, IG-1, SCSM-1, SRAA-1, VCSOP-1

**INFORMATION SUBMITTED WILL BE USED ONLY IN ACCORDANCE WITH THE PRIVACY ACT OF 1974**

**THE NORTH CAROLINA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER**